

URBAN/MUNICIPAL

CAY ON HBL V90

A35

1996

AGENDA FOR THE
HAMILTON PERFORMING ARTS
FOUNDATION INC.

APRIL 29, 1996 —

URBAN/MUNICIPAL
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1996

URBAN MUNICIPAL

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GOVERNMENT DOCUMENTS

Agendas for

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

- (i) **1996 Annual Meeting**
- (ii) **First Regular Meeting of 1996**

**Patricia Bennett
Legislative Assistant
April 19, 1996**

HAMILTON PERFORMING ARTS FOUNDATION INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, April 26, 1996

9:00 a.m.

Hamdilton Convention Centre, Room 314

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

A. Confirmation of Proceedings

Attachment A

B. Appointment of Auditors : MacGillivray Partners

Attachment B

INFORMATION ITEMS

2. Minutes of April 28, 1995 Meeting

Attachment 2

2.1 Errors of Omissions

2.2 Motion to Approve

3. New Business

4. Other Business

5. Adjournment

OUTSTANDING BUSINESS

Nil

April 19, 1996
Patricia Bennett
Legislative Assistant

A. Confirmation of Proceedings

Suggested Motion:

THAT ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE FOUNDATION SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE FOUNDATION BE APPROVED, RATIFIED AND CONFIRMED.

**B. Reaffirmation of H.P.A.F.I. Board/H.E.C.F.I. Board
and City of Hamilton Auditors**

Suggested Motion:

**THAT THE FIRM OF MACGILLIVRAY PARTNERS BE APPOINTED AS AUDITOR OF
THE HAMILTON PERFORMING ARTS FOUNDATION INC. UNTIL THE NEXT ANNUAL
MEETING OF THE MEMBERS OR UNTIL ITS SUCCESSOR IS APPOINTED.**

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HAMILTON PERFORMING ARTS FOUNDATION INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Friday, April 28, 1995
8:00 a.m.
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT: Mrs. M. Dow, Chair
Alderman T. Anderson, First Vice Chair
Alderman B. Charters, Second Vice Chair
Alderman T. Jackson
Mr. W. Tidball
Mr. M. Ryder
Mr. J. Kujavsky
Mr. G. Kay
Mr. F. Deys
Mr. S. Monzavi
Mr. J. Nelson

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto

REGRETS: Mayor R. Morrow
Alderman H. Merling
Mrs. J. Isbester

1. Opening Remarks

The Chair called the meeting to order at 8:20 a.m.

A. Appointment of Auditors : MacGillivray Partners

MOVED by Mr. Ryder, seconded by Alderman Charters that

THE FIRM OF MACGILLIVRAY PARTNERS BE APPOINTED AS AUDITOR OF THE HAMILTON PERFORMING ARTS FOUNDATION INC. UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL ITS SUCCESSOR IS APPOINTED.

MOTION CARRIED.

B. Confirmation of Proceedings

MOVED by Mr. Tidball, seconded by Mr. Kujavsky that

ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE FOUNDATION SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE FOUNDATION BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

2. Minutes of April 22, 1994 Meeting

MOVED by Mr. Ryder, seconded by Alderman Charters that

THE MINUTES OF THE APRIL 22, 1994 ANNUAL MEETING BE APPROVED.

MOTION CARRIED.

3. New Business

Nil

4. Other Business

Nil

5. Adjournment

The meeting adjourned at 8:25 a.m.

TAKEN AS READ AND APPROVED

Mrs. M. Dow, Chair

Patricia Bennett, Secretary

HAMILTON PERFORMING ARTS FOUNDATION INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, April 26, 1996

9:00 a.m.

Hamilton Convention Centre, Room 314

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. **Opening Remarks**

ACTION ITEMS

- A. ***Audit Committee First Report***

Attachment A

INFORMATION ITEMS

2. **Minutes of Regular Meeting Held April 28, 1995**

Attachment 2

3. **New Business**

4. **Other Business**

5. **Motion to Adjourn**

OUTSTANDING BUSINESS

Nil

April 19, 1996
Patricia Bennett
Legislative Assistant

A

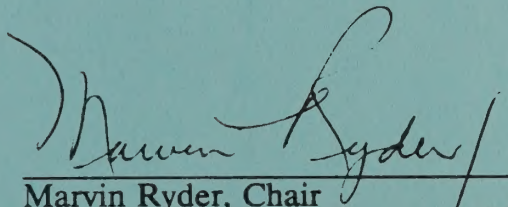
**AUDIT COMMITTEE FIRST REPORT of 1996 to
THE HAMILTON PERFORMING ARTS FOUNDATION INC.**

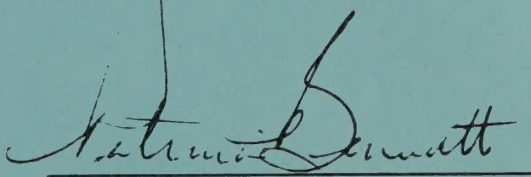
The Audit Committee presents its **FIRST** Report of 1996 from its meeting held April 18, 1996 and respectfully requests approval of the following recommendation:

1. Draft 1995 Audited Financial Statements for The Hamilton Performing Arts Foundation Inc.

THAT THE DRAFT 1995 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. BE APPROVED; and

THAT THE MANAGEMENT LETTER DATED APRIL 12, 1996 FROM MACGILLIVRAY PARTNERS BE RECEIVED.


Marvin Ryder, Chair
Audit Committee /sb


Patricia Bennett, Secretary

DRAFT
FOR
DISCUSSION ONLY

**THE HAMILTON PERFORMING
ARTS FOUNDATION INC.**

FINANCIAL STATEMENTS

DECEMBER 31, 1995

DRAFT

FOR
DISCUSSION ONLY

AUDITORS' REPORT

To the Directors of
**The Hamilton Performing
Arts Foundation Inc.**

We have audited the balance sheet of **The Hamilton Performing Arts Foundation Inc.** as at December 31, 1995 and the statement of fund balance for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 1995 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

*Hamilton, Canada
March 8, 1996*

CHARTERED ACCOUNTANTS

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

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BALANCE SHEET

DECEMBER 31, 1995

ASSETS

OPERATING FUND

Cash

Short-term deposit (note 2)

1995

1994

\$	17	\$	17
	<u>21,120</u>		<u>20,676</u>
\$	<u>21,137</u>	\$	<u>20,693</u>

FUND BALANCE

\$	<u>21,137</u>	\$	<u>20,693</u>
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DRAFT
FOR
DISCUSSION ONLY

APPROVED ON BEHALF OF THE BOARD

DIRECTOR

DIRECTOR

See accompanying Notes to the Financial Statements

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

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STATEMENT OF FUND BALANCE

FOR THE YEAR ENDED DECEMBER 31, 1995

	1995	1994
FUND BALANCE - Beginning of year	\$ 20,693	\$ 24,877
SCHOLARSHIPS	(1,000)	-
SUBSIDIZED "NEW FACES" REGULAR PROGRAMMING	-	(5,000)
SUBSIDIZED "NEW FACES" NEW PROGRAMMING	-	(430)
INTEREST REVENUE	<u>1,444</u>	<u>1,246</u>
FUND BALANCE - End of year	<u>\$ 21,137</u>	<u>\$ 20,693</u>

DRAFT

FOR
DISCUSSION ONLY

See accompanying Notes to the Financial Statements

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

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NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1995

1. SIGNIFICANT ACCOUNTING POLICIES

The Foundation follows accounting principles generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

- (a) Revenue and expenses of the Foundation are recorded on the accrual basis.
- (b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.

2. SHORT-TERM DEPOSIT

In 1991 \$ 21,700 was advanced to the Hamilton Entertainment and Convention Facilities Inc. (a related corporation) which in turn invested the funds with the Corporation of the City of Hamilton. All interest earned on these funds accrues to the Foundation. The continuity of this deposit is as follows:

	1995	1994
Balance - Beginning of year	\$ 20,676	\$ 23,690
Funds repaid during the year	(1,000)	(5,430)
Funds advanced during the year	-	1,170
Interest earned during the year	<u>1,444</u>	<u>1,246</u>
Balance - End of year	<u>\$ 21,120</u>	<u>\$ 20,676</u>

3. STATEMENT OF CHANGES IN CASH RESOURCES

A statement of changes in cash resources is not provided as disclosure in these financial statements is considered to be adequate.

DRAFT

FOR
DISCUSSION ONLY

MacGillivray Partners

Chartered Accountants

Standard Life Centre, Suite 650
120 King Street West
Hamilton, Ontario L8P 4V2
Telephone: (905) 523-7712
Facsimile: (905) 572-9333

April 3, 1996

Bruno K. J. Bragon
Wm. Michael Cashion
Michael G. Conlyer
Colin C. Dalingwater
John C. Dow
Paul Gibel
Wm. B. Stephenson

Mr. M. Ryder
Chair, Audit Committee
Hamilton Entertainment and
Convention Facilities Inc.
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Mr. Ryder:

We have completed our 1995 audit of HECFI. Our examination did not disclose any weaknesses in internal control or errors that should be brought to your attention. An audit, however, does not encompass a comprehensive review of an organization's systems and controls. Accordingly, it is possible that weaknesses in internal controls may exist and not be discovered during our audit.

As in the past, we found that the records of the Corporation have been well maintained and we have received excellent co-operation from your staff.

Yours very truly

MACGILLIVRAY PARTNERS

per *Michael Cashion*

Wm. Michael Cashion, BComm, CA
Partner/rs

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HAMILTON PERFORMING ARTS FOUNDATION INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, April 28, 1995
8:00 a.m.
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT: Mrs. M. Dow, Chair
Alderman T. Anderson, Direct Vice Chair
Alderman B. Charters, Second Vice Chair
Alderman T. Jackson
Mr. W. Tidball
Mr. M. Ryder
Mr. J. Kujavsky
Mr. G. Kay
Mr. F. Deys
Mr. S. Monzavi
Mr. J. Nelson

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto

REGRETS: Mayor R. Morrow
Alderman H. Merling
Mrs. J. Isbester

1. Opening Remarks

The Chair called the meeting to order at 8:26 a.m.

A. Finance and Administration Committee First Report

MOVED by Alderman Jackson, seconded by Alderman Anderson that

THE H.E.C.F.I. FINANCE AND ADMINISTRATION COMMITTEE FIRST REPORT OF 1995 TO THE HAMILTON PERFORMING ARTS FOUNDATION BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT DISBURSEMENTS FROM THE HAMILTON PERFORMING ARTS FOUNDATION INC. FOR 1995 BE LIMITED TO AWARDED ONE ANNUAL SCHOLARSHIP OF \$1,000. TO STUDENTS FOR EACH OF THE YEARS 1994 AND 1995 IN ACCORDANCE WITH PREVIOUSLY APPROVED GUIDELINES; and

THAT THE RECOMMENDATION APPROVED IN APRIL, 1994 BY THE HAMILTON PERFORMING ARTS FOUNDATION INC. TO "... (i) subsidize losses, if any, on the six regular "NEW FACES" Programming (*for the 1994/'95 season*) to a maximum of \$5,000.; and (ii) subsidize losses, if any, on the new programming (*for the 1994/'95 season*) to a maximum of \$5,000...." BE AMENDED WITH THE RESULT THAT SUBSIDIZATION, IF ANY, WILL BE FUNDED FROM H.E.C.F.I.'S PROVISION FOR PROMOTION/CO-PROMOTION ALLOCATION, EFFECTIVE JANUARY 1, 1995.

MOTION CARRIED.

B. Audit Committee First Report

MOVED by Mr. Nelson, seconded by Mr. Ryder that

**THE H.E.C.F.I. AUDIT COMMITTEE FIRST REPORT TO THE
HAMILTON PERFORMING ARTS FOUNDATION INC. BE APPROVED
AND THE FOLLOWING RECOMMENDATION ENDORSED:**

**THAT THE DRAFT 1994 AUDITED FINANCIAL
STATEMENTS FOR THE HAMILTON PERFORMING ARTS
FOUNDATION INC. BE APPROVED; and**

**THAT THE MANAGEMENT LETTER DATED APRIL 12, 1995
FROM MACGILLIVRAY PARTNERS BE RECEIVED.**

MOTION CARRIED.

2. Minutes of Regular Meeting Held April 22, 1994

MOVED by Mr. Deys, seconded by Mr. Monzavi that

**THE MINUTES OF THE REGULAR MEETING HELD APRIL 22, 1994 BE
APPROVED.**

MOTION CARRIED.

3. New Business

Nil

4. Other Business

Nil

5. Adjournment

The meeting was adjourned at 8:25 a.m.

TAKEN AS READ AND APPROVED

Mrs. Mary Dow, Chair

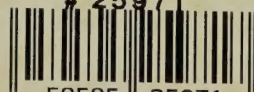
Patricia Bennett, Secretary



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